

Budget to Actuals – Higher Ed Report

Overview: This report summarizes budget and actual activities by annual and year-to-date for the Higher Ed business units who budget on an annual basis and at the Major account level. The report may be used by Finance Officers/Managers, Comptrollers and Analysts to monitor budgetary and actual activities for the agency.

Navigation: Financials >> Commitment Control >> Review Budget Activities >> Budget Reports >> Budget/Actuals - Higher Ed

Report Parameters: Users will enter parameters, after choosing a Run Control ID, as follows:

From/To Business Unit – Agency five-digit business unit, xxx00

Bud Ref – Two-digit budget reference value

Fiscal Year – Four-digit fiscal year for the date the report is run; example – August 17, 2007 is fiscal year 2008

Accounting Period – The accounting period based on the date in which the report is run; example – August 17, 2007 is accounting period “2”

Department Type – Select “Operating” for department values less than “9000000”; select “Capital” for department values “9000000” or greater.

Getting the Report: From Process Monitor, user shall click on the blue hyperlink title of the report (OCP381GL) and follow the steps as illustrated below

1. Click on Process Name.

The screenshot shows the 'Process List' tab in a web application. At the top, there are tabs for 'Process List' and 'Server List'. Below the tabs is a search area with fields for 'User ID' (containing 'RTRAIL'), 'Type', 'Last' (set to '1 Hours'), 'Server', 'Name', 'Instance', and 'Run Status'. A 'Refresh' button is present. Below the search area is a table with the following columns: 'Process Name', 'User', 'Run Date/Time', 'Run Status', 'Distribution Status', and 'Details'. The table contains one row with the following data: 'OCP381GL', 'RTRAIL', '07/27/2007 8:15:38AM CDT', 'Success', 'Posted', and 'Details'. A hand cursor is pointing to the 'OCP381GL' process name, and a text label 'Click here for report' is positioned below the cursor.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4366491		PSJob	OCP381GL	RTRAIL	07/27/2007 8:15:38AM CDT	Success	Posted	Details

2. On the page that follows clicking the process name, click on the last hyperlink in the list.

Process Detail

Process Name: OCP381GL Refresh

Main Job Instance: 4366491

Left | Right

 [4366491 - OCP381GL Success](#)

 [4366492 - OCPGL381 Success](#)

3. Next click on the View Log/Trace hyperlink.

Process Detail

Process			
Instance:	4366492	Type:	SQR Report
Name:	OCPGL381	Description:	Bud/Actual Comp Rpt (0381)
Run Status:	Success	Distribution Status:	Posted

Run	Update Process
Run Control ID: RT_CORE_RPTS	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSNT	<input type="radio"/> Cancel Request
Recurrence:	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 07/27/2007 8:15:47AM CDT	Parameters Transfer
Run Anytime After: 07/27/2007 8:15:38AM CDT	Message Log
Began Process At: 07/27/2007 8:16:07AM CDT	Batch Timings
Ended Process At: 07/27/2007 8:16:48AM CDT	View Log/Trace

4. Lastly, click on the “.pdf” hyperlink to open the report

[View Log/Trace](#)

Report

Report ID: 2204120 Process Instance: 4366492 [Message Log](#)
 Name: OCPGL381 Process Type: SQR Report
 Run Status: Success

Bud/Actual Comp Rpt (0381)

Distribution Details

Distribution Node: FSSTGU Expiration Date: 08/10/2007

File List

Name	File Size (bytes)	Datetime Created
OCPGL381_4366492.PDF	12,856	07/27/2007 8:16:48.000000AM CDT
Trace File	978	07/27/2007 8:16:48.000000AM CDT
Message Log	1,606	07/27/2007 8:16:48.000000AM CDT

Distribute To

Distribution ID Type	*Distribution ID
User	RTRAIL

Report Amounts:

Annual Budget: The total budgeted amount for the budget reference chosen.

YTD Budget: (Annual Budget / 12) * “Accounting Period” value, if report is run with “Fiscal Year” = “Bud Ref”; YTD Budget is Annual Budget if “Fiscal Year” is greater than “Bud Ref”

YTD Expenses: The total amount expended from beginning of “Bud Ref” through the “Accounting Period” chosen

Annual Variance: Annual Budget – YTD Expenses

YTD Variance: YTD Budget – YTD Expenses

Annual %: (YTD Expenses / Annual Budget) * 100

YTD %: (YTD Expenses / YTD Budget) * 100

Operating Dept 1000001 - 700 Funds		Annual Budget	YTD Budget	YTD Expenses	Annual Variance	YTD Variance	Annual %	YTD %
Account	Description							
510000	PERSONAL SERVICES	130,015,297	54,173,040	60,083,469.11	69,931,827.89	-5,910,428.69	46.21%	110.91%
520000	TRAVEL	10,571,170	4,404,654	4,801,239.95	5,769,930.05	-396,585.78	45.42%	109.00%
530000	ADMINISTRATIVE EXPENSE	85,504,516	35,526,882	28,962,860.24	56,540,655.76	6,663,021.43	33.87%	81.30%
540000	PROP. PURN, EQUIP & RELATED DEBT	77,501,492	32,300,622	22,266,898.78	55,254,593.22	10,033,722.89	28.72%	68.94%
550000	GEN ASST, AWDS, PROG-DIRECTED	22,149,032	9,228,763	10,608,278.36	11,540,753.64	-1,379,515.03	47.89%	114.95%
560000	TRANSFERS & OTHER DISBURSMNTS	74,238,493	30,932,705	34,498,420.03	39,740,072.97	-3,565,714.61	46.47%	111.53%
Account Total		400,000,000	166,666,667	161,222,166.47	238,777,833.53	5,444,500.20	40.31%	96.73%
Class Fund Description		Annual Budget	YTD Budget	YTD Expenses	Annual Variance	YTD Variance	Annual %	YTD %
70100	700 Fund	400,000,000	166,666,667	161,222,166.47	238,777,833.53	5,444,500.20	40.31%	96.73%
Class Fund Total		400,000,000	166,666,667	161,222,166.47	238,777,833.53	5,444,500.20	40.31%	96.73%